

Clock In/Clock Out – Meeting Attendance

This document will assist the user in the set up and use of the Clock In/Clock Out feature for Meeting Attendance at the school level for a specific school year.

Navigation: Start Page > School Setup > Attendance Preferences

Attendance Preferences

Recording

Attendance recording methods

☒ Meeting

☒ Enable Clock In/Clock Out

☐ Daily

☐ Time

☐ Interval

Interval Duration (in Minutes) 0

Meeting and daily attendance bridge

☒ One-way, section to daily attendance

☐ Two-way, keep records in synch

Audit attendance records

☐

Default attendance page

Meeting

Attendance Preferences

Recording

When setting up preferences, the following fields should be checked:

1. Attendance recording methods = **MEETING**
2. **ENABLE CLOCK IN/CLOCK OUT** is checked

☒ Meeting

☒ Enable Clock In/Clock Out

☐ Daily

☐ Time

☐ Interval

Interval Duration (in Minutes) 0

3. All other settings for Attendance Preferences should be the same as those described in the document "Attendance Preferences – Meeting Attendance (QRD)" located at http://www.ncsis.org/Documents/attendance/PS_QRD_Attendance_Preferences_Meeting.pdf
4. Click **Submit**

Clock In/Clock Out



The Clock In/Clock Out function within meeting attendance is accessed by navigating to the Enter Attendance page after selecting a student. It will calculate the instructional time based on the actual minutes attended.

Navigation: Start Page > Select student > Academics > Enter Attendance

The Enter Attendance screen now displays calculated minutes per day as well as a clock icon. The minutes listed are based on the student classes and calendar day bell schedule. Present minutes versus potential minutes appear next to the Clock In/Clock Out icon.

Submitting a Clock In/Clock Out entry

1. Click on the **CLOCK IN/CLOCK OUT** icon  beside the present/potential minutes.

	Monday 07/16/2018 Set All	Tuesday 07/17/2018 Set All
Meeting Time	360/360 mins 	360/360 mins 


The following screen will appear.

Adjust Meeting Time - 07/16/2018
✕

Student: Christensen, Lacy D

Clock In
⌵
🕒
💬
-
+

Cancel
Save

2. Choose **CLOCK IN** or **CLOCK OUT** from the drop down, then enter the **TIME ENTRY** in the field. You can add a comment by clicking the comment icon  to the right of the time entry field.

Adjust Meeting Time - 07/16/2018
✕

Student: Christensen, Lacy D

Clock In

🕒 09:00 AM

🗨
-
+


Cancel
Save


3. Click **Save**.

Once you have entered the Clock In/Clock Out time for a period a small clock icon  will appear in the schedule for the affected period.

4. Enter an **ATTENDANCE CODE** for the period affected by the Clock In/Clock Out.



Wednesday
07/18/2018
[Set All](#)

300/360 mins 

<p>Weight Training</p> <p>Crawford, Jaquine H</p> <p>140</p> <p>08:00 AM - 09:30 AM</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;">1L</div> <div style="margin-left: 5px;"> 🗨 1(A) </div> </div>	
<p>English III</p> <p>Hill, Phyllis H</p> <p>449</p> <p>09:30 AM - 11:00 AM</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;"></div> <div style="margin-left: 5px;"> 2(A) </div> </div>	

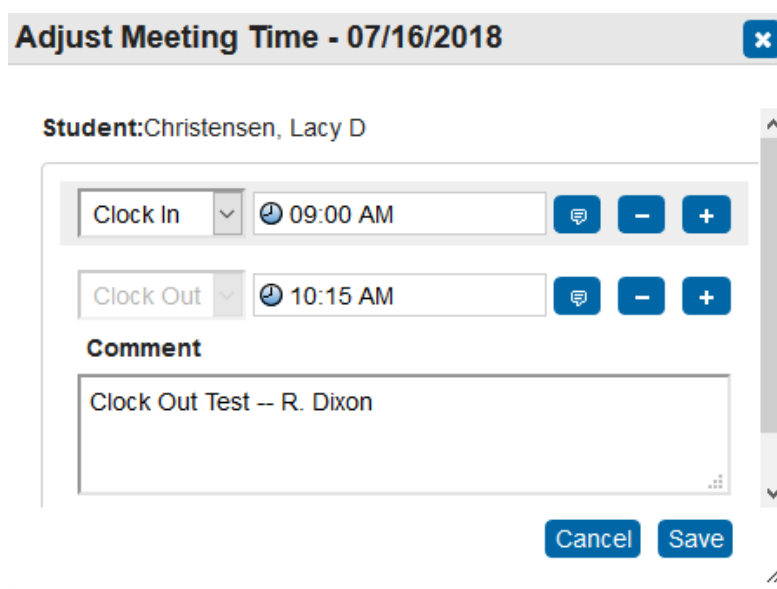
5. Click **Submit**.

Submitting Additional Clock In/Clock Out for a Student

1. Click the **CLOCK IN/CLOCK OUT** icon  on the date being changed.
2. Click the **PLUS ICON**  to add an additional entry line.
3. Enter the time and a comment if you would like one.

Note: If you clock in a student, the next entry will automatically be clock out. If you clock out a student, the next entry will automatically be clock in. You can add as many entries as needed. An error message appears if the entry overlaps or conflicts with another entry, or if the entry is for a time outside the start or end time of the student's schedule.

4. Click **Save**.



Adjust Meeting Time - 07/16/2018

Student:Christensen, Lacy D


Clock In 09:00 AM

Clock Out 10:15 AM

Comment

Clock Out Test -- R. Dixon

Cancel **Save**

CAUTION: Do not attempt to adjust a previous Clock In or Clock Out entry. Click the minus icon  to remove the entry then enter a new one. Adjusting an already entered time will not update the record, it will cause multiple attendance records in the database.

Meeting Attendance - Clock In/Clock Out

Adjust Meeting Time - 07/16/2018

Student: Christensen, Lacy D

Clock In

09:00 AM

-

+

Clock Out

10:15 AM

-

+

Clock In

01:00 PM

-

+

Cancel

Save

By clicking the **CLOCK IN/CLOCK OUT ICON**  the screen below will open and show the multiple Clock In/Clock Out entries.

Present minutes versus potential minutes appear next to the Clock In/Clock Out icon.

195/360 mins 

Click the **PRESENT MINUTES** versus **POTENTIAL MINUTES** to view the summary data of the minutes being accounted for each period. Click a column header to sort by that column.

Time Breakdown - 07/16/2018

Student: Christensen, Lacy D

Period	Course Name	Section Number	Present Minutes	Potential Minutes	ADA Included
1	Weight Training	6	30	90	Yes
2	English III	3	45	90	Yes
3	Spanish III Honors	4	30	90	Yes
4	CJC112 Criminology	7	90	90	Yes
5	Activity Period/Homeroom	19	0	0	No

Total: 195/360 minutes

Details

Clock In: 09:00 AM
Clock In Test -- R. Dixon

Clock Out: 10:15 AM
Clock Out Test -- R. Dixon

Clock In: 01:00 PM
Clock In Test -- R. Dixon

Close

Meeting Attendance - Clock In/Clock Out

Note: The teacher or PowerSchool administrator must add Attendance codes for each period affected by a Clock In/Clock Out entry.

Monday 07/16/2018 Set All			
195/360 mins			
<div>Weight Training Crawford, Jaquine H</div> <div>140 08:00 AM - 09:30 AM 1L 1(A)</div>		<div>Spanish III Honors Maiden, Hubert N</div> <div>456 12:00 PM - 01:30 PM 2A 3(A)</div>	
<div>English III Hill, Phyllis H</div> <div>449 09:30 AM - 11:00 AM 2(A)</div>		<div>CJC112 Criminology Lee, Doug Z</div> <div>MCC 01:30 PM - 03:00 PM 4(A)</div>	

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